

## SUBCHAPTERS B-D [RESERVED] SUBCHAPTER E—SUPPLY AND PROCUREMENT

### PART 109-25—GENERAL

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Sec.

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AUTHORITY: Sec. 644, Pub. L. 95-91, 91 Stat. 599 (42 U.S.C. 7254).

SOURCE: 63 FR 19625, Apr. 20, 1998, unless otherwise noted.

#### Subpart 109-25.1—General Policies

##### **§ 109-25.100 Use of Government personal property and nonpersonal services.**

The Director, Office of Administrative Services and heads of field organizations shall ensure to restrict the use of Government property/services to officially designated activities.

##### **§ 109-25.103 Promotional materials, trading stamps, or bonus goods.**

###### **§ 109-25.103-1 General.**

DOE offices and designated contractors shall establish procedures for the receipt and disposition of promotional materials, trading stamps, or bonus goods consistent with the provisions of 41 CFR 101-25.103.

##### **§ 109-25.104 Acquisition of office furniture and office machines.**

DOE offices and designated contractors shall make the determination as to whether requirements can be met through the utilization of DOE owned furniture and office machines.

##### **§ 109-25.109 Laboratory and research equipment.**

The provisions of 41 CFR 101-25.109 and this section apply to laboratory and research equipment in the possession of DOE field organizations and designated contractors.

##### **§ 109-25.109-1 Identification of idle equipment.**

(a) At a minimum, management walk-throughs shall be conducted to provide for coverage of all operating and storage areas at least once every two years to identify idle and unneeded personal property. The submission to the head of the laboratory or facility of a report of walk-throughs conducted shall be at the discretion of the laboratory or facility management. However, DOE field organizations may require designated contractors to submit a report of walk-throughs to the OPMOs. Equipment identified as idle and unneeded shall be redeployed, reassigned, placed in equipment pools, or excessed, as appropriate. All walk-throughs shall be documented to include, at a minimum, the identity of the participants, areas covered, findings, recommendations, corrective action plans, and results achieved. The documentation shall be made available for review by appropriate contractor management, DOE offices, and audit teams.

(b) Members of management walk-through inspection teams should be coordinated with the property administrator and the OPMO.

(c) OPMOs shall periodically review walk-through procedures and practices of DOE offices and designated contractors to determine their effectiveness.